



Form Instructions:

1. NCR # - Assign any unique number as a temporary identifier prior to input into the NCR/CA system where a permanent number is assigned
2. Check one box
3. First and last name of NCR Initiator, his/her org. code number and initiation date
4. Check applicable box and identify WOA and WOA Event number, or Audit ID#
5. Identify Project or organization whose product or implementation is nonconforming
- 5a. Identify supplier providing product or being audited
6. Name of discrepant product
- 7a. Identify material/part lot/heat number
- 7b. Identify item serial number whenever applicable
- 7c. Identify item configuration. Number (e.g., drawing number) and revision
- 7d. Identify nonconforming quality system element (e.g., Process Control, Training) for QMS or audit nonconformances
- 8a. Describe/reference requirement vs. actual condition
- 8b. Identify defect code from below
9. Check one disposition and define additional instructions as necessary.
10. Authorized NCL signature, Code, and date of disposition approval.
11. Check applicable box.
12. Check all that apply. If none apply, NCR is closed.
13. Indicate date when corrective action is expected to be complete.
14. Identify all elements of corrective action: Root Cause, Action taken to Correct Cause, and Remedial Action
- 14a. Identify cause code from below after root cause is identified.
15. Authorized signature (NCL) and Org. number approving corrective action and follow-up schedule
16. Indicate date when corrective action follow-up investigation is expected to be performed.
17. Check one block. A checked "NO" block requires generation of a new NCR (NCR # = Original # - FU). For example HST5/9/97-1-FU

DEFECT CODES		CAUSE CODES
000 Conformal Coating	130 Leak Test	000 Design Deficiency
010 Contamination	140 Performance Test	010 Procedure not available
020 Damage	150 Shock Test	020 Procedure not implemented
030 Dimensional	160 Thermal Cycle Test	030 Procedure inadequate
040 Documentation	170 Vibration Test	040 Inadequate training/certification
050 Electronic/Electrical	180 Thermal-Vacuum Test	050 Equipment malfunction
060 Finish	190 Welding/Welds	060 Cause Unknown (After investigation/troubleshooting)
070 Identification	200 Wiring	
080 Material	210 Continuity/Ground	
090 Mechanical	220 Software Code	
100 Soldering	230 Quality System Element	
110 Acoustic Test	240 Mission Operation	
120 EMI/EMC Test	250 Short Shipment	

Continuation of Block 14 from front  
Root Cause:

Action Taken to Correct Cause:

Remedial Action: